#### DEPARTMENT OF THE NAVY



USS RAMAGE (DDG 61) FLEET POST OFFICE AE 09586-1279

IN REPLY REFER TO:

RAMAGEINST 3006.1 XO: jtb 30 Jan 06

USS RAMAGE (DDG 61) RAMAGEINST 3006

Subj: USS RAMAGE (DDG 61) FAMILY DISASTER PLAN

Ref: (a) Disaster Preparedness Websites

Encl: (1) Family Communications Plan

- (2) Family Disaster Planning
- (3) Virginia Emergency Alert System Radio Stations
- (4) Animal Safety Plan
- 1. <u>Purpose</u>. Per reference (a), this instruction establishes a framework for a disaster plan for dependents of USS RAMAGE crewmembers.
- 2. <u>Discussion</u>. Recent events have highlighted the importance of planning and preparation in the event of disaster or emergency. USS RAMAGE crewmembers must be prepared to respond to a disaster and provide for the safety and accounting of their dependents.
- 3. <u>Scope</u>. This instruction applies to all USS RAMAGE crewmembers.

## 4. Responsibilities.

- a. Commanding Officer. Responsible for the implementation of this plan and educating all Officers and crew on the contents of this instruction.
- b. Command Master Chief. Responsible for providing and updated personnel recall roster to the Command Ombudsman on a quarterly basis.
- c. Ombudsman. Responsible for coordinating with outside organizations to identify command resources for aiding dependents after a disaster. The Ombudsman will act as liaison with officials in the Norfolk area in the event that a disaster strikes while RAMAGE is away from homeport. The Ombudsman will keep dependants aware of available disaster relief resources.

- d. Command Financial Specialist. Responsible for providing financial counseling for affected crew and their dependents after a disaster.
- e. Training Officer. Responsible for the annual review and update of this instruction.
- f. Division Officer / Chief. Each Division Officer / Chief will coordinate with members of their division to aid in the contact and education of dependents on necessary actions in the event of a disaster.
- g. Combat Systems Officer. Responsible for establishing an outside phone line for each of the Departmental coordination centers.
- 5. Action. In the event of a disaster, timely notification of dependents on necessary actions is vital. Crew members must be able to contact their family members and provide them with accurate information as quickly as possible. Likewise, a rapid accounting for the status of dependents is essential.
- a. Departmental coordination centers will be established as follows:
  - (1) Administrative Department Ship's Office
- (2) Combat Systems Department Combat Systems Maintenance Central
  - (3) Engineering Department Log Room
  - (4) Operations Department Operations Office
  - (5) Supply Department Supply Office
  - (6) Weapons Department Weapons Office
- b. To support this, all crewmembers will update their page two with accurate recall information for their next of kin and family members. Each crewmember should review enclosures (1) through (5) with their family members and develop individual disaster relief plans.

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# **Family Communications Plan**

Police Non-Emergency Phone #:

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. Out-of-Town Contact Name Telephone Number: Email: Telephone Number: Fill out the following information for each family member and keep it up to date. Social Security Number: Name: Important Medical Information: Date of Birth: Social Security Number: Name: Important Medical Information: Date of Birth: Social Security Number: Name: Important Medical Information: Date of Birth: Social Security Number: Name: Important Medical Information: Date of Birth: Name: Social Security Number: Important Medical Information: Date of Birth: Name: Social Security Number: Date of Birth: Important Medical Information: Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans. Work Home Address: Address: Phone Number: Phone Number: Neighborhood Meeting Place: **Evacuation Location:** Regional Meeting Place: Work School Address: Address: Phone Number: Phone Number: **Evacuation Location: Evacuation Location:** Other place you frequent: School Address: Address: Phone Number: Phone Number: **Evacuation Location: Evacuation Location:** Other place you frequent: School Address: Address: Phone Number: Phone Number: **Evacuation Location: Evacuation Location:** Policy # Telephone # **Important Information** Name Doctor(s): Other: Pharmacist: Medical Insurance: Homeowners/Rental Insurance: Veterinarian/Kennel (for pets):

Other useful phone numbers: 9-1-1 for emergencies.

Every family member should carry a copy of this important information:

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## Family Disaster Planning

Related Info

- Planning Info for Businesses [in Business Toolkit]
- Disaster Supply Kit

Where will you or your family be when an emergency or disaster strikes? Emergencies and disasters strike quickly and without warning and can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services — water, gas, electricity or telephones — were cut off?

Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. If disaster strikes, you need to know how to take care of yourself and your family.

People can cope with disaster by preparing in advance and with families working together as a team. Preparing for a disaster or emergency is a responsibility that begins with each individual. We can't control all the emergencies that will occur in our lives, but we can be ready to face them by knowing what to do and taking action to prepare.

Two things that will always help you in an emergency or disaster are clear thinking and quick reactions. If you can stay calm in a crisis, you'll be better able to make the right decisions. Once you decide the best action to take in a particular situation, do it! There's no room for hesitation in a disaster or emergency.

These Four Steps to Safety can help you create your disaster plan:

- Step 1: Understand What Could Happen
- Step 2: Create an Emergency/Disaster Plan
- Step 3: The Preparedness Checklist: What You Need to Know
- Step 4: Maintain Your Flan

#### **Step 1: Understand What Could Happen**

#### **Look Around Where You Live**

Emergencies such as terrorism, fire, hazardous materials spills, power outages or those caused by natural disasters such as tornadoes and winter storms can happen anywhere to anyone. Even disasters such as hurricanes and flash floods can affect most regions of the state.

Look around where you live. Are you near an interstate that could have a hazardous materials spill? Are you in a flood zone? Ask yourself what emergencies or disasters could occur in your area.

## **Community Warning Signals**

Determine if your community has warning signals. If so, find out what they sound like and what you should do when you hear them. If not, work with authorities to develop a system and keep a battery-powered radio handy.

#### Find Out About Community Disaster Plans

Find out about the disaster plans at your workplace, your children's school or daycare center, your community and other places where you or your family spend time.

#### If a Disaster or Emergency Strikes

As we learned from the events of Sept. 11, 2001, as well as from many other natural disasters, the following things can happer:

- There can be significant numbers of casualties/damage to buildings and the infrastructure. Employers need up-to-date information about your medical needs and on how to contact your family.
- Health and mental health resources in the affected communities can be strained to their limits, even overwhelmed.
- Extensive media coverage, strong public fear and international implications can continue for a prolonged period.
- Workplaces and schools may be closed, and domestic and international travel may be restricted
- You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
- Cleanup may take many months.
- If a chemical or biological emergency occurs, you can be exposed to the toxins by inhaling them, swallowing contaminated food, water or medication, or by touching or coming in contact with contaminated items. You may be told by authorities to evacuate to a designated location or be asked to shelter in your home, sealing all windows and doors and turning off air intake.

#### Step 2: Create an Emergency/Disaster Plan

#### Meet with Your Family

Discuss the types of disasters and emergencies that are most likely to happen and what to do in each case. Explain the dangers to children and plan to share the responsibilities, working as a team. If you have in-home childcare, include the caregiver in your plan. A Personal Action Plan is an important part of this process because it gives you a chance to think through what you would do in a real event. The plan includes information such as your local Emergency Alert System radio or television station, evacuation assembly centers in your area, emergency phone numbers and pet care arrangements. The information should be posted on your refrigerator or in some other prominent spot as well as included in your disaster kit.

#### **Determine Where to Meet**

- A place right outside your home in case of a sudden emergency, like a fire.
- A location outside your neighborhood in case you can't return home. Make wallet cards, so everyone will know the address and phone number of the place where you are to meet. For older children, select a "safe house" in areas they frequent — until it is safe to meet.

#### Have an "Out-of-Town" Contact

Ask an out-of-town friend or relative to be your contact. After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know the contact's phone number, and cell phone number if they have one. Note: If telephones are not working, try e-mail. Sometimes e-mail gets through when calls cannot. Be aware that cell phones are often overloaded during and immediately after an emergency, so it is important to know "land line" phone numbers as well. Check www.vaemergency.com for up-:o- date emergency information.

## Have an Emergency Plan for the Mobility-Impaired

Keep support items in the same place, so they can always be found quickly. For those who have home-health caregivers, particularly for those who are bed-bound, it is essential to have an alternate plan if the home-health caregiver cannot make it to you. Read more about emergency preparedness for people with special needs.

## What to Do if an Emergency/Disaster Strikes

- If the disaster occurs near you, be prepared to give first aid and get help for seriously injured people.
- If the emergency occurs while you are at home, check for damage using a flashlight. Do not light matches or cardles or turn on electrical switches.
- Check for fires, electrical and other household hazards. Be aware that spilled bleaches, gasoline and other liquids may produce deadly fumes when chemicals mix, or be a fire hazard. Get advice from the local fire department on how to clean up spilled liquids, especially if there are noxious fumes.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly.
- Shut off any other damaged utilities. Know in advance how to shut off all utility valves and the electricity.
- Make plans for your pets if you need to evacuate. Do not leave them outside. If you do
  not need to evacuate, confine or secure your pets (they're frightened, too, and may run
  away or bite someone).
- Check on your neighbors, especially those who are elderly or disabled.
- Call your family contact do not use the telephone again unless it is a life-threatening emergency.

## If Children are in School During a Disaster or Emergency

Check the local media for announcements about changes in school openings and closings. Parents can always pick up their children during the school day, but sometimes the safest place might be the school itself. For older children who self-transport, ask them to follow the instructions of authorities.

## **Look to Your Neighbors**

Working with neighbors can save lives and property. Know your neighbors' skills (i.e., medical, technical) and consider how you can help neighbors with special needs, such as disabled or elderly persons. Make plans for childcare in case parents can't get home.

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## **Know What to Do:**

#### In an Evacuation

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit. You will put this together in Step 3 below.
- Listen to your battery-powered radio or car radio and use travel routes specified by local authorities - don't use shortcuts because certain areas may be impassable or dangerous.
- If you do not own a vehicle or drive, learn in advance what your community's arrangements are for those without private transportation.

## If Told to "Shelter-in-Place" or to "Stay Put"

- Local officials may ask residents to shelter-in-place during a chemical or hazardous materials emergency. This means you must remain in your home or office and protect yourself there.
- Lock all windows and exterior doors and close vents and fireplace dampers. Turn off all fans and heating and air conditioning systems.
- Get your disaster supplies kit and make sure the battery-powered radio is working.
- Go to an interior room without windows that is above ground level. Some chemicals are heavier than air and may seep into basements.
- Using duct tape, seal all cracks around the door and any vents into the room. Include spaces around pipes.
- Listen to the radio or television until you are told all is safe or you are told to evacuate.

## Have an Emergency Plan for Your Pets

Due to health regulations, animals are not allowed inside emergency shelters. Make arrangements for your pets, either securing them in your home or transporting them to a safe place.

## Step 3: The Preparedness Checklist: What You Need to Know

#### **Emergency Numbers**

Post emergency numbers by all your phones (fire, police, ambulance, your physician, etc.). Teach your children how to call these numbers and when it is appropriate to do so. Include emergency numbers for water/sewer, electricity, gas and the National Poison Control Center, 1-800-222-1222.

#### **Utilities**

Know how and when to turn of water, gas and electricity at the main switches or valves and share this information with each family member. Keep any tools you will need near gas and water shut off valves. Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so.

Do not turn off gas unless you suspect a leak or local officials advise to do so. If you turn the gas off, you will need a professional to turn it back on. It might take several weeks for a

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professional to respond. In the meantime, you may be unable to heat your home, make hot water or cook.

## Fire Extinguisher

Be sure everyone knows how to use your fire extinguishers (ABC type), and where they are kept.

#### **Smoke Alarms**

Install smoke alarms on each level of your home, especially near the bedrooms. Follow local codes and manufacturer's instructions about installation requirements. Test monthly.

## **Escape Routes and Safe Spots**

Determine the best escape routes out of your home. Find two ways out of each room. Also, find the safe spots in your home for each type of disaster. (For example, if a tornado approaches, go to the lowest floor of your home or an interior room or closet with no windows.)

#### If Electrical Power is Lost

- Check to see if neighbors have power. If they are also without service, call your local power company.
- Use a flashlight or battery-operated lantern. Do not use candles for emergency lighting. Candles and kerosene lanterns are fire hazards.
- Turn off all major appliances. They could overload electric lines when power is restored, causing a second outage.
- Keep refrigerator and freezer doors closed as much as possible. Food can be kept cold for a day or two if the doors are kept closed.
- Use portable generators cautiously. Make sure they are outside in a well-ventilated area. Refuel a generator only after it has cooled.
- In cold weather, drain pumps, supply lines, water heaters and boilers these can freeze
  when the power is lost. So can traps in drains of tubs, sinks, commodes, washing
  machines and dishwashers. In order to avoid burst pipes, close the main water valve
  and open the spigots and supply lines and drain them.
- In advance, provide your power company with a list of all life support equipment required by family members. Develop a contingency plan that includes an alternate power source for the equipment or relocating the person.

#### First Aid/CPR

Take a Red Cross first aid and CPR class as a family.

#### **Inventory Home Possessions**

Make a visual or written record of your possessions to help you claim losses in the event of damage. Include photographs of cars, boats and recreational vehicles. Get professional appraisals of jewelry, collectibles, artwork or other items that may be difficult to evaluate. Also, photograph the exterior of your home. Include the landscaping that may not be insurable, but

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does increase the value of your property for tax purposes. Make copies of receipts and canceled checks for valuable items.

## Stock Emergency Supplies and Assemble a Disaster Supplies Kit

Keep enough supplies in your home to meet your needs and those of each family member for three to five days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags or covered trash containers.

#### Include:

- One gallon water per person per day
- Canned or packaged food
- Battery-powered radio
- First aid kit
- Flashlight
- Manual can opener
- Extra batteries
- Toiletries
- Blankets or sleeping bags
- Prescription medications
- Special items for infant, elderly or disabled memebers of the household
- Important family documents in a waterproof container. Keep the originals of all important financial and family documents in a safe place. You will need accessible records for tax and insurance purposes.

Ask one person to be responsible for replacing water every three months and food every six months. Batteries should also be replaced on a regular basis. Tape the call letters and frequency numbers of your emergency alert radio stations (EAS) on the radio and make sure everyone knows how to work the radio and put in fresh batteries. Also tape the channel number of the television emergency broadcast stations on your TV.

#### **Insurance Coverage**

Check if you have adequate insurance coverage. Homeowners insurance does not cover floods and some other major disasters. If you are in an area that can flood, talk with your insurance agent about getting flood insurance.

Step 4: Maintain Your Plan Quiz: Review your plan every six months and quiz your family about what to do.

Drill: Conduct fire and emergency evacuation drills on a regular basis.

Restock: Check food supplies for expiration dates and discard, or replace stored water and food every six months.

Test: Read the indicator on your fire extinguisher(s) and have it/them recharged by a professional according to manufacturer's instructions. Also, test your smoke alarms monthly and change the batteries at least once a year.

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Much of this information was developed by FEMA and the American Red Cross and is being used with permission.

Working to Protect People, Property and Our Communities

www.VAEmergency.com: Virginia's Emergency Web site © 2005, Virginia Department of Emergency Management WAI Level A Compliant

## Virginia Emergency Alert System Radio Stations

Be familiar with the Emergency Alert System radio station near you. In the event of an emergency, tune to that station for information.

. Vii	rginia EAS Radio stations	
Eastern Virginia	WGH-FM	97.3
	WAFX-FM	106.9
Richmond Extended Area	WRVA-AM	1140
	WRVQ-FM	94.5
	WRXL-FM	102.1
	WRNL-AM	910
Fredericksburg	WFLS-FM WBQB-FM	93.3 101.5
Northern Virginia/	WTOP-AM	1500
Washington, D.C.	WMAL-AM	630
Culpeper	WJMA-FM WCVA-AM	103.1 1490
Charlottesville	WWWV-FM	97.5
	WINA-AM	1070
	WQMZ-FM	95.1
Farmville	WFLO-FM WXJK-FM	95.7
Southside	WKJS-FM	104.7
	WSVS-AM	800
Danville/ South Boston	WAKG-FM WBTM-AM WJLG-FM	103.3 1330 95.3
Roanoke	WXLK-FM	92.3

Extended Area	WLYK-FM	100.1
	WSLQ-FM	99.1
	WRVL-FM	88.3
	WNRV-FM	101.7
Shenandoah Valley	W@PO-FM	100.7
	wsva-am	550
	WMRA-FM	90.7
Winchester	WINC-FM	92.5
	WFTR-FM	95.3
Marion	WMEV-FM	93.9
	WBRF-FM	98.1
Northeastern Tennessee/	WXBQ-FM	96.9
Western Virginia	WXBQ-AM	980
	WTFM-FM	98.5

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## Animal Safety Plan

Related Info

Prepared Your Business [in Business Toolkit]

#### Preparing Pets For Evacuation

The best way to protect your family from the effects of a disaster is to have a disaster plan. If you are a pet owner, that plan must include your pets. Being prepared can save their lives.

If you must evacuate, make sure you find a safe shelter for your pets. If it's not safe for you, it's not safe for them. Pets left behind can become injured, lost or ill. So, prepare now for the day when you and your pets may have to leave your home.

## Don't forget your pet when preparing a family disaster plan. Assemble a portable pet disaster supplies kit.

Keep items in an accessible place and store them in sturdy containers that can be easily carried. Your pet disaster supplies kit should include:

- Medications, immunization records and a first aid kit.
- Sturdy leashes, muzzles, harnesses, carriers or cages to transport pets safely. Carriers should be large enough for the pet to stand comfortably, turn around and lie down. Include blankets or towels for bedding and warmth.
- Current photos of your pets in case they get lost.
- Food, drinking water, bowls, cat litter/pan and can opener.
- Information on feeding schedules, medical conditions, behavior problems and the name and number of your veterinarian.
- Pet beds and toys, if easily transportable.

#### Have a Safe Place To Take Your Pets

Many public disaster shelters cannot accept pets because of health and safety regulations and other considerations. The only animals allowed in some shelters are service animals that assist people with disabilities. Research your sheltering options before a disaster strikes. Work with your local emergency management and humane organizations to develop sheltering alternatives for people with pets.

- Contact hotels and motels outside your immediate area to check policies on accepting pets.
- Ask friends, relatives or others outside your area whether they could shelter your animals in an emergency.
- Prepare a list of animal shelters, boarding facilities and veterinarians who could shelter animals in an emergency.

## Know What To Do As a Disaster Approaches

- Call ahead to confirm emergency shelter arrangements for you and your pets.
- Check to be sure your pet disaster supplies are ready to take at a moment's notice.

- Bring all pets into the house so you won't have to search for them if you have to leave in a hurry.
- Make sure all dogs and cats are wearing collars and up-to-date identification tags.

#### If You Shelter in Place ("Stay Put")

- Identify a safe area of your home where you can all stay together, including your pets.
- Keep dogs on leashes and cats in carriers. Be sure they are wearing identification tags.
- Have medications and a supply of pet food and water inside watertight containers.

#### In Case You're Not Home

Make arrangements in advance for a trusted meighbor to take your pets and meet you at a predetermined location. Make sure that the person is comfortable around your pets, knows where they are likely to be, knows where your disaster supplies are kept and has a key to your home.

If you use a pet-sitting service, it may be able to help, but discuss this possibility well in advance.

#### After a Disaster

Walk pets on a leash until they become re-oriented to their home - often familiar scents and landmarks may be altered and pets could easily be confused and become lost. Also, downed power lines, reptiles brought in with high water and debris can all pose a threat for animals after a disaster.

If pets cannot be found after a disaster, contact the local animal control office to find out where lost animals can be reclaimed. Bring along a picture of your pet if possible.

Get your pets back into their normal routines as soon as possible. After a disaster, animals can become aggressive or defensive - monitor their behavior. If these problems persist or if your pet seems to be having any health problems, talk to your veterinarian.

#### Additional Resources:

All links open in a new browser window.

- Humane Society of the United States: Disaster Center http://www.hsus.org/ace/18730
- Find pet-friendly lodging in your area http://www.petswelcome.com
- <u>Saving The Whole Family The American Veterinary Medical Association</u> Lots of links to disaster preparedness sites for pets and animals http://www.avma.org/disaster/savingfamily.asp

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FEMA: Animals and Ernergencies
 http://www.fema.gov/fema/anemer.shtm

- Pets and Disaster: Be F'repared from the American Red Cross http://www.redcross.org/services/disaster/beprepared/animalsafety.html
- Disaster Preparedness for Animals
   from the Virginia Federation of Humane Societies
   http://www.vfhs.org/resource/disaster.htm

Content on this page was developed from materials provided by <u>The Humane Society of the United States</u>.